

Preparing your School for e-asTTle

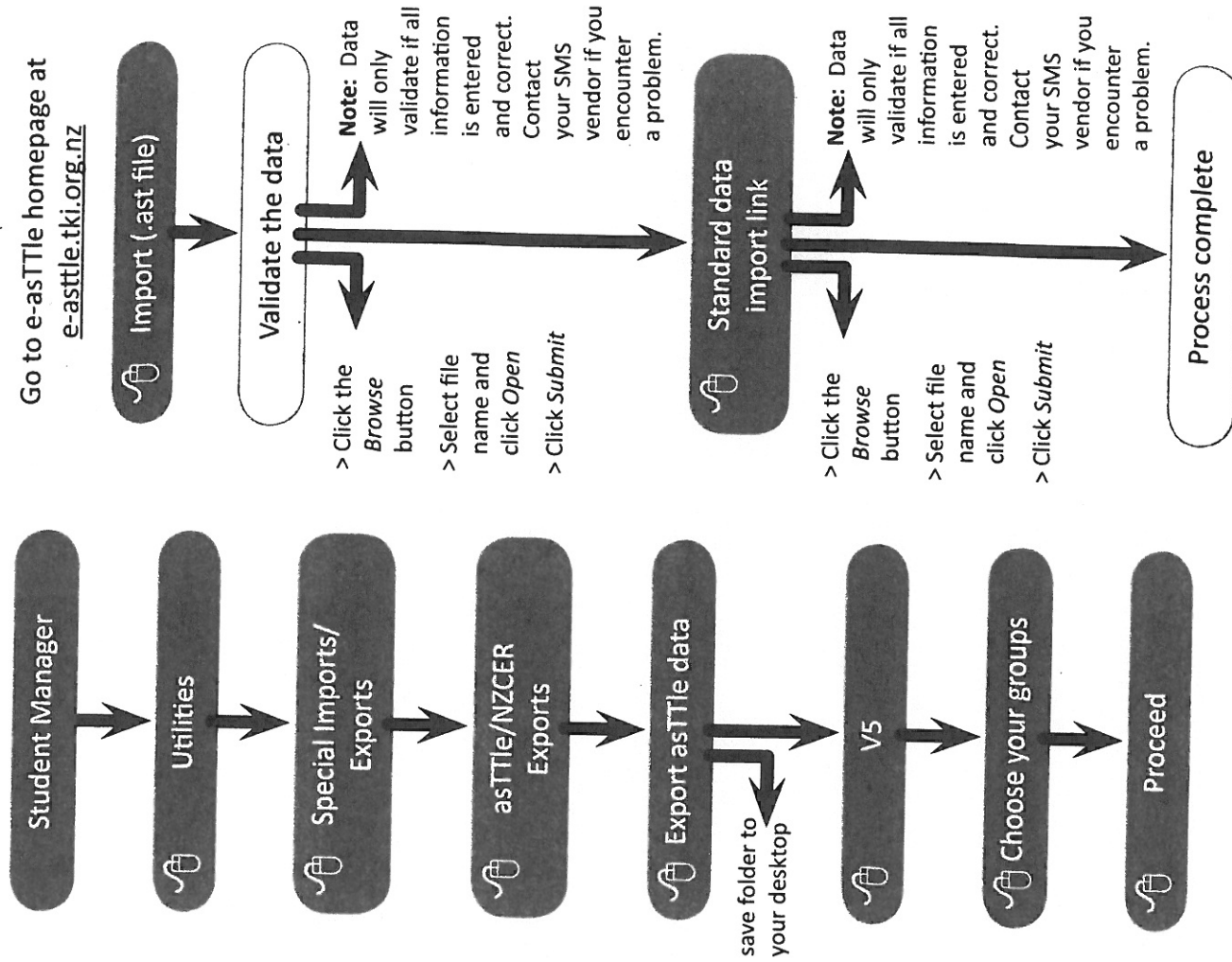
To prepare your school for e-asTTle there are a number of things you will need to do before being able to access and create tests. To find this information follow the following links:

1. Go into the Home e-asTTle site through TKI (<http://e-asttle.tki.org.nz>).
2. Click on the e-asTTle FAQ in the right hand top corner.
3. Now click on how to prepare for e-asTTle.
4. Underneath this link (left hand side) you will see set up steps for e-asTTle schools.
5. Read step 1. Apply for ESAA account carefully. Take particular note of the information below the ESAA User setup an Access Request form (blue link).
6. Click the blue link which will open up the PDF file. Download and print off this form for all teachers, principal and administration staff to fill in.
7. Once all forms are filled in they can be then faxed to the Sector Service Desk. You should receive a reply within a week of faxing the forms.

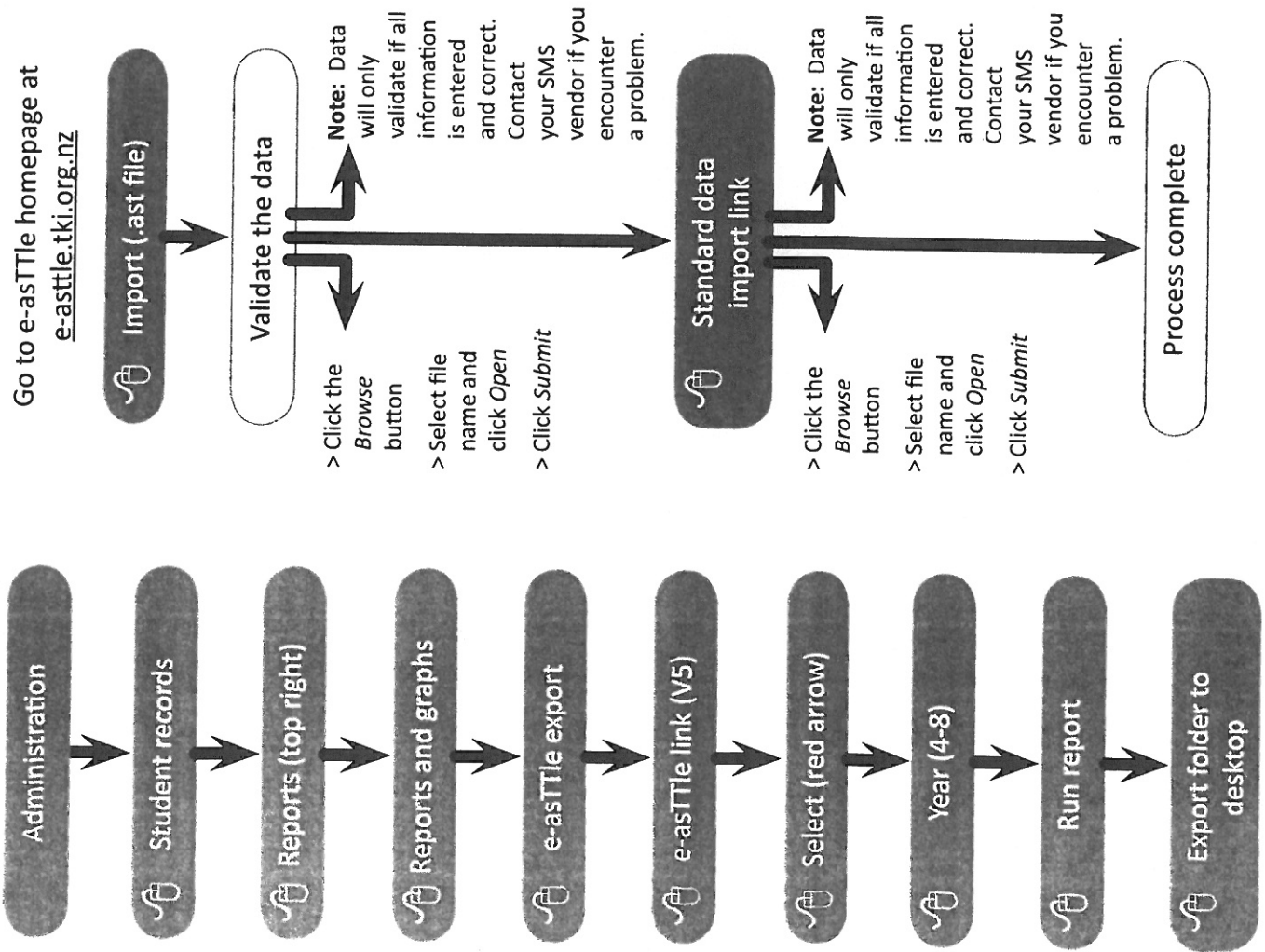
The Sector Service Desk can be contacted Monday to Friday, between the hours of 8:30am and 5:00pm. **Phone:** 0800 225 5428, then select option 2 for e-asTTle
Fax: 04 463 2868 **Post:** Sector Service Desk, Ministry of Education, PO Box 1666, Wellington **Email:** sector.servicedesk@minedu.govt.nz
8. Each person who has filled in the form will receive a personal email informing them of their username and password. They will then need to go into the Home e-asTTle site and log in using their username and given password.
9. Each person will then be asked to change their password and complete a set of questions. These must be completed before you can access the site. Please ensure you choose a password that is easily remembered. (If you forget your password or username when logging on you will only get three chances! The site will then lock you out and you will have to reset your password.)
10. Once you have access you are then able to follow the steps in this booklet to upload the student information to the e-asTTle database (system information follows).
11. If during the process of uploading student data from your SMS to e-asTTle you have a problem, (a message will tell you what the problem is) it will be your SMS system that has the problem, not e-asTTle. You will then need to contact your SMS person to assist you in fixing the problem.

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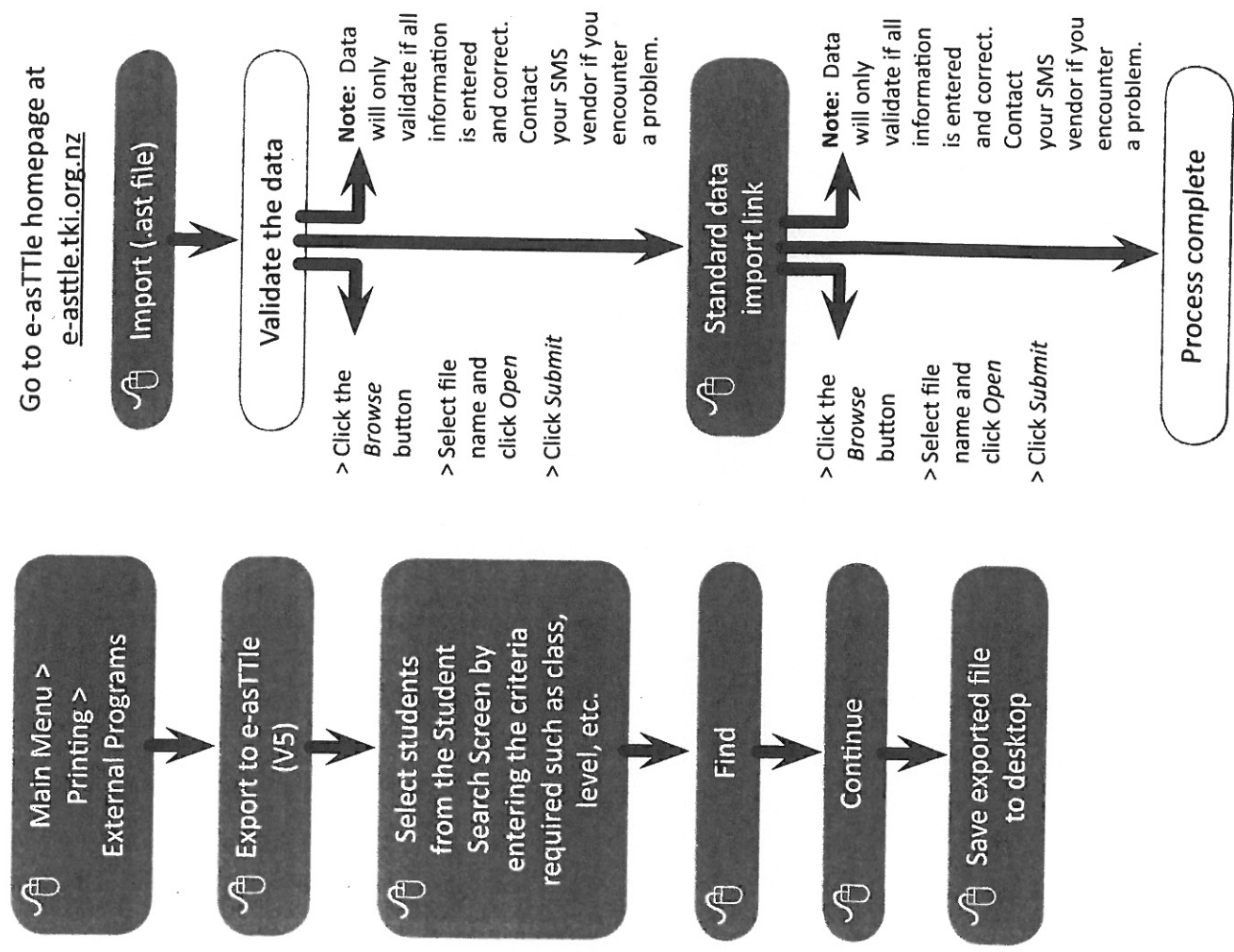
Go to e-asTTle homepage at e-asttle.tki.org.nz



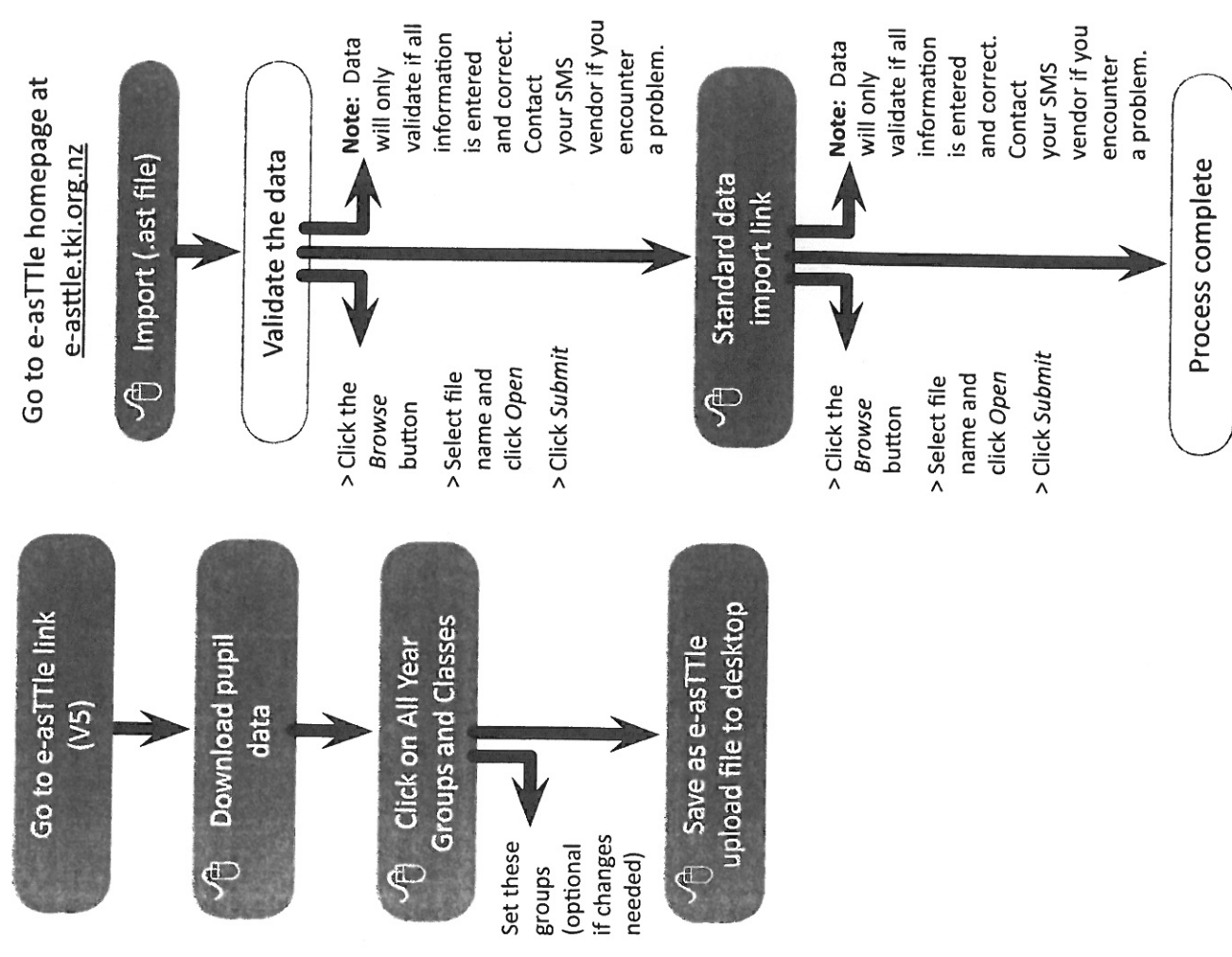
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